

LANGUAGE OF PRESENTATIONS

Introduction

GREETING AND WELCOMING THE AUDIENCE

GETTING ATTENTION

INTRODUCING THE TOPIC OF YOUR PRESENTATION

OUTLINING YOUR PRESENTATION

GIVING INSTRUCTIONS ABOUT QUESTIONS

Body

INTRODUCING THE SUBJECT / STARTING THE FIRST POINT

FINISHING ONE POINT

MOVING TO A NEW POINT

ANALYSING A POINT

GIVING AN EXAMPLE

DEALING WITH QUESTIONS BY POSTPONING THEM

SUMMARIZING THE MAIN IDEA

Conclusion

SUMMING UP YOUR PRESENTATION / CONCLUSION

THANKING YOUR AUDIENCE

INVITING QUESTIONS